



## DEPARTMENT OF THE AIR FORCE

HEADQUARTERS AIR FORCE SPACE COMMAND

JAN 22 2003

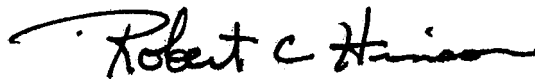
MEMORANDUM FOR AFSPC CENTER, NAF AND WING COMMANDERS  
HQ AFSPC DIRECTORS

FROM: AFSPC/CV  
150 Vandenberg St., Ste 1105  
Peterson AFB CO 80914-4020

SUBJECT: AFSPC Policy for Use and Application of AFWay

1. AFWay is a cradle-to-grave system that reengineers the requirements, buying, inventory and disposal processes that make up the Information Technology (IT) life cycle. It provides standardization, cost control and oversight of commercial products for the AF enterprise. This policy applies to Headquarters Air Force Space Command, its subordinate units, and those organizations serviced or supported by Air Force Space Command.
2. Effective immediately, all users will process IT requirements through AFWay at <https://afway.af.mil>. IT products include, but are not limited to, personal computers, servers, peripherals, laptops, software and network devices.
3. While a variety of factors may influence the purchase decision, users shall adhere to the specific purchasing procedures listed below:
  - a. Purchases Under \$25,000 – All purchases under \$25,000 shall be made by your unit's Government Purchase Card (GPC) cardholder who is registered as the Organizational Purchase Card Holder within AFWay. Cardholders shall not split requirements simply to remain under threshold limits.
  - b. Purchases Over \$25,000 – Only warranted Contracting Officers (CO) are authorized to make purchases over \$25,000. Upon receipt of a requirement over \$25,000, the CO shall release a Request for Quote through AFWay. Request for quotes to contractors not on AFWay may be requested, but are not required. Once all of the quotes have been received, the CO, in consultation with the customer, shall make a best value decision and shall document the decision in the contract file and in AFWay. Best value analysis is a process used to compare and evaluate the mission need, price, performance, availability and maintainability. In situations where the documentation supports an exception to purchasing from an AFWay contractor the base CS/CC shall approve the decision and notify HQ SSG/ITP, DSN 596-4930, prior to execution of the order by the CO. Base CS/CC's are responsible for reporting these exception purchases on a quarterly basis to the AFSPC CIO.

4. The IG Special Interest Item (Attachment 1) will take effect 60 days after signature of this memorandum.
5. This policy is effective the date of this letter and will be reviewed within six months of its issuance to further determine currency and essentiality.
6. The AFSPC POC for using AFWay is Ms Carol Tipton, [carol.tipton@peterson.af.mil](mailto:carol.tipton@peterson.af.mil), HQ AFSPC/SCXX, DSN 692-5660.



ROBERT C. HINSON  
Lieutenant General, USAF  
Vice Commander

Attachment:  
AFWay Special Interest Item

## **AFWay Special Interest Item (SII)**

**SUBJECT:** HQ AFSPC AFWay Policy

**PURPOSE:** Provide measurement criteria for evaluating AFSPC units' Information Technology related purchases.

**SII CATEGORY:** Long-Term SII

**BACKGROUND:** AFWay is the Air Force's reengineered process for managing, purchasing and tracking information technology products. AFSPC/CV Policy Letter dated Dec 02 emphasizes in detail the requirement for AFSPC bases to use AFWay to purchase Information Technology products.

**REPORTING REQUIREMENTS:** MAJCOM IGs forward report with SII results to HQ AFSPC/SCXX at [afspc.scxx@peterson.af.mil](mailto:afspc.scxx@peterson.af.mil), DSN 692-5660. Submit the first quarterly report NLT 15 Apr 03; second quarterly report NLT 15 Jul 03; third report NLT 15 Oct 03, final report NLT 15 Jan 04. Reports should include:

- a. Unit inspected, location and date of inspection.
- b. A copy of the inspection checklist results for each inspected unit.
- c. An extract of the SII portion of each inspected unit's inspection report.

### **INSPECTION PERIOD:**

POCs: Ms. Carol Tipton, HQ AFSPC/SCXX, DSN 692-5660  
Mr. Jorge Guendulay, HQ AFSPC/SCXX, DSN 692-3637

**GRADING CRITERIA:** This SII will be rated "Satisfactory" or "Unsatisfactory". A "No" response to any of the critical questions in the Inspection Checklist will result in an overall "Unsatisfactory" rating.

### **Inspection Checklist**

1. **Critical Question:** Has the wing established business procedures to locally implement AFWay for the base customers? (Ref AFSPC/CV AFWay Policy Memorandum dated 22 Jan 03)
2. **Critical Question:** Have the wing Base Equipment Custodian Officers provided initial training to appointed equipment custodians on AFWay use? (Ref AFI 33-112, para 10.2.13)

3. **Critical Question:** Are all IT products available on AFWay purchased through the AFWay website? (Ref AFSPC/CV AFWay Policy Memorandum dated 22 Jan 03)

4. **Critical Question:** Are all waivers for Information Technology (IT) purchases forwarded to the base communications squadron commander? (Ref AFSPC/CV AFWay Policy Memorandum dated 22 Jan 03)

5. **Critical Question:** Have GPC purchases for IT products been split (splitting the requirement) in order to keep the cost below the \$25,000 threshold? (Ref AFI 64-117, para 4.3.5.2.1)

6. **Critical Question:** Has the base communications squadron established tracking mechanisms and procedures to ensure accountability of all IT purchases? (Ref AFI 33-112, para 10.2.2)